

Town of Hollis
Office of the Select Board
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David McCubrey

John Rogala

Mary Hoffman

FLOATING HOLIDAYS
POLICY #58

Policy #2 - Holiday Schedule is updated annually by the Select Board and lists all holidays the Town Offices are closed for the year. All Town employees are expected to take off holidays. Depending on work schedules, exceptions can be made by the Select Board for specific tasks to be completed during holidays. Approval for floating holidays will be granted only for the holidays listed below.

The following holidays are considered eligible float holidays:

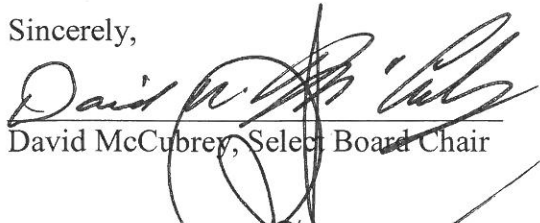
- Martin Luther King Jr. Day
- President's Day
- Patriots' Day
- Columbus Day
- Veterans Day

Individual employees or their supervisor(s) are responsible for keeping track of float holidays that are to be taken and reporting them on their timesheet.

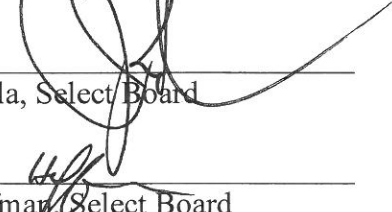
Float holidays are to be taken within thirty (30) days of the holiday worked. If not taken within thirty (30) days, the holiday will be lost.

In accordance with State regulations, the Municipality is able to decide whether or not individuals are eligible for time and a half pay on specific holidays. For any float holiday that a Town employee elects to work, the employee would not be eligible for time and a half pay.

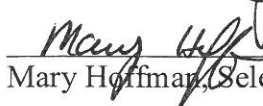
Sincerely,



David McCubrey, Select Board Chair



John Rogala, Select Board



Mary Hoffman, Select Board